



FINGERPRINT TECHNICIAN

Purpose:

To actively support and uphold the City's stated mission and values. To perform skilled clerical work in the classification, search and comparison of fingerprints using the Automated Fingerprint Identification System (AFIS); maintain general, major case and palm print fingerprint files; and enter, retrieve and maintain data in the AFIS fingerprint file.

Supervision Received and Exercised:

Receives general supervision from the Identification Supervisor or from other supervisory or management staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Classify, search and compare ten-print and latent fingerprints using the AFIS database; maintain electronic and manual general, major case and palm print fingerprint files.
- Enter ten-prints and demographics into the AFIS system; search and compare prints to establish identity of individuals who may have given false information, add FBI Rap sheet information into computer system. Report writing on occasion.
- Conduct AFIS entries and searches on ten-prints; review and respond to inquiries from police personnel and other agencies on matters pertaining to the general fingerprint files and all matters of criminal identification.
- Review AFIS ten-print entries for accuracy and completeness; take fingerprint impressions; assist in preparation of photo line-ups as needed.
- Testify in court as an expert witness regarding fingerprint identification and classification; instruct others in a classroom setting regarding fingerprint classification filing and AFIS operations.
- Perform file purges as directed by court orders and established retention schedules.

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- Download, catalogue, and scan images into digital darkroom. Maintain logs for film received from Police personnel. Process requests for photographs.
- May assist in the retrieval and processing of items of evidence under the direction of an Identification Technician.

Minimum Qualifications:

Experience:

Some experience in fingerprint identification, classification and comparison using the Automated Fingerprint Identification System desirable.

Education:

Equivalent to completion of the twelfth grade supplemented by formalized training in fingerprint classification and completion of specialized training in fingerprint identification.

Licenses/Certifications:

Possession of, or required to obtain within six months from date of hire, an Arizona AFIS Terminal Operator Certificate.

Examples of Physical and/or Mental Activities:

(Pending)

Competencies:

(Pending)

Job Code: 129

Status: Non-Exempt / Classified